

Off-Site Data Requirements

Due December 1, 2006.

As part of the Year 1 LEA self-assessment, the Utah State Office of Education, Special Education Services (USOE-SES), reviews selected data to assist the LEA in ensuring that this information is consistent with Federal Regulations and State Special Education Rules. The information needed is:

A. Forms

Local Education Agencies (LEAs) use a variety of standard forms and materials for documenting state and federal special education requirements. Since a majority of these forms and materials are required to address specific information, an LEA must ensure that their content is consistent with Federal Regulations and State Special Education Rules. Submit a blank copy of each of the following forms:

State Requirements	USBE-SER page #	Documentation/Evidence	Check
Procedural Safeguards Notice	IV.E (69)	Blank form	
Notice of Meeting Purposes, time, date, location, name/role, bring others, questions	III.G (43)	Blank form	
At Risk Documentation (pre-referral/regular education interventions)	II.B (14)	Blank form	
Referral	II.A (13)	Blank form	
Preschool Referral	II.A (13)	Blank form	
Consent To Evaluate/Re-Evaluation	II.C (15) IV.F (70)	Blank form	
Review of Existing Data	II.E (16)	Blank form	
Evaluation Summary Report	II.F (18)	Blank form	
Determination of Eligibility	II.F (17) II.G (18)	Blank form	
<u>Individualized Education Program</u> S/W assessment addendum PLAAFP Goals How Measured/ Reported to Parents Special Factors & ESY Services, amount & frequency Initiation date & Duration Review of placement Participate extracurricular activities Signatures	III.B, C, E, F, H, I, K, L, M, R (13)	Blank form	
<u>Transition Plan</u> Goals & Interests Age Appropriate Assessments Services Course of Study Agencies & Responsibilities	III.J (48)	Blank form	
Service Plan for Private Schools and Home School (NA for Charter Schools)	III.U (54)	Blank form	
Consent for Initial Placement	IV.F (70)	Blank form	
Change of Placement	III.S (53)	Blank form	
Notice Regarding Age of Majority Rights	IV.V (82)	Blank form	

Summary of Academic Achievement and Performance	IDEA 2004	Blank form	
Record of Access	IV.W (83)	Blank form	
Access Authorization	IV.W (83)	Blank form	

B. Child Find System

Submit evidence of Child Find that documents efforts to identify, locate and evaluate all students, including: students ages 0-21, students in private schools, including religious school students, highly mobile students, such as migrant and homeless, and students advancing from grade to grade who are suspected of being students with a disability and in need of special education and related services.

Requirements	USBE-SER page #	Documentation/Evidence	Check
LEA develops policies and procedures consistent with IDEA- B and State Rules, to ensure all SWD, 0-21, (including private schools), in need of sped/related services, are identified, located and evaluated. Includes practical method for determining which S are currently receiving needed sped/related services.	II.A (13)	Interagency agreements, MOUs, copies of meeting agendas, flyers, information in languages other than English, newspaper announcements, newsletters, school handbooks, etc.	
Implementation/coordination of Child Find activities, including private schools within LEA's jurisdiction.	II.A (13)	Same as above, but also documentation to show that private schools located with the boundaries of the school district were included.	
LEA applies requirement to highly mobile SWD, homeless/migrant.	II.A (13)	Flyers, information in languages other than English, newspaper announcements, newsletters, school handbooks.	
LEA applies requirement to suspected SWD advancing grade to grade.	II.A (13)	Agenda from school faculty/staff training on referral process, school handbooks, memos.	
Collaboration/coordination with State and Local Depts. of Health or other provider of early intervention services for infants & toddlers with disabilities, ages birth – two. (Part C program).	II.A (13)	Interagency agreements, MOUs, copies of meeting agendas.	

C. Identification and Evaluation

Requirements	USBE-SER page #	Documentation/Evidence	Check
Procedure for Determination of Eligibility for SLD	IDEA 2004	Copy of form or explanation of how eligibility for SLD will be determined.	
Information about Independent Educational Evaluation	IV.C (67)	Sources for an IEE, LEA criteria for IEE.	
Evaluation Materials, Tests, and Assessment Tools	II.C-G (14)	See form following this section for complete details.	
Sensory- Vision/Hearing			
Emotional/Behavioral/Social			
Health/Physical Development			

Motor Abilities/Manual			
Age-Appropriate Transition Assessments			
Adaptive/Self-Help			
Cognitive/General Intelligence			
Academic Performance			
Aptitude/Math/Language Arts			
Communicative Status			
Speech/Language			
Native Language			
Other modes of communication			
Limited English Proficiency			
Parental Input			
Observation materials (teacher, service providers, etc.)			
Classroom-based assessment			

D. Personnel

Requirements	USBE-SER page #	Documentation/Evidence	Check
Listing of persons who have completed a surrogate-training program, from which a surrogate parent can be assigned.	IV.U (82)	List of names and contact information of people who have completed surrogate parent training.	
Job roles and responsibilities of paraeducators.	Appendix B	Written description.	
Listing of persons assigned as designated psychological examiners.	VII.I (131)	List of names submitted to State Supt. with qualifications (school psychologists are not designated examiners; however, they are fully qualified as evaluators by degree).	

E. Private Schools

Requirements	USBE-SER page #	Documentation/Evidence	Check
Child Count (NA for Charter Schools)	III.V (56)	December 1 report.	
Documentation of annual consultation by LEA and affirmation from private school (NA for Charter Schools)	II.A (13)	Copy of letter, phone records, and written affirmation signed by representatives of the private schools.	
Proportionate share of funding (NA for Charter Schools)		Amount of funding for students in private schools, listing of services provided for students on ISPs.	

F. Information Submitted to the State

Requirements	USBE-SER page #	Documentation/Evidence	Check
LEA Policy and Procedures Manual		Updated written policy manual.	
LEA Application for Part B Funds	VII.A (122)	USOE approval date.	
Fiscal Audit Report	VI.B (122)	Dated letter from auditor.	
Federal Data Reports	VI (98)	OSEP reports to Data Manager.	
Formal Complaints & Due Process Hearing Requests	IV.G-O (67)	Compliance Officer signature.	
LRBI Annual Report	Appendix F	LRBI report to Data Manager.	
Early Intervening Services Report		Early Intervening Services Report to Data Manager.	